



Policy: No. 4020
Procedure: No. 4020.02
Chapter: Institutions
Title: Protocol for Juvenile
Program Development

Effective: 06/06/05
Replaces: 4020.02
Dated: 04/25/02

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall develop and implement programs that are approved by the Program Development Committee (PDC) and ensure that they are consistent with the Department's mission, vision and the strategic plan. These programs shall be designed to promote learning in a safe, individualized, therapeutic, and collaborative educational environment. Program development activities shall ensure that all programs meet the risk, criminogenic levels, rehabilitative, treatment, and educational needs of juveniles committed to the Department.

Rules:

1. **ANY ADJC EMPLOYEE** intending to develop and implement any program shall submit a Program Development Request Memorandum (PDRM) to the Chairperson of the PDC which includes, at minimum, the following protocol:
 - a. Name of program requestor;
 - b. A statement about how this program meets the ADJC mission, vision, and strategic plan;
 - c. A brief overview of theories and research supporting the program;
 - d. A general outline of the program's goals and objectives;
 - e. A statement of its integration with existing programs;
 - f. The basic program standards including, at minimum:
 - i. Juvenile participation; e.g., which juveniles are involved, length of participation, size of group, etc.;
 - ii. Employee expectations; e.g., job classification of involved employees, time commitment, etc.
 - iii. Monitoring; e.g., how will program be reviewed, frequency, monitoring forms, etc.
 - g. **ANY ADJC EMPLOYEE** shall also submit a statement regarding:
 - i. Any necessary employee training or personnel development;
 - ii. Anticipated costs;
 - iii. Length and frequency of training; and
 - iv. The name of the contact person for the program design.
2. The **CLINICAL DIRECTOR** shall:
 - a. Serve as the Chairperson of the PDC;
 - b. Convene the PDC within 10 business days of receiving the PDRM from an employee;
 - c. Ensure that the PDC has, at minimum, representation from the following areas of the agency:
 - i. Research and Development;
 - ii. Quality Assurance;
 - iii. Community Correction/Community Services;
 - iv. Medical Services;
 - v. Education;
 - vi. Restorative Justice;
 - vii. Policy Office; and
 - viii. Safe Schools.
3. The **PDC** shall evaluate each program proposal and/or:
 - a. Approve the program as submitted;
 - b. Approve with recommendations;

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